

# How to Use *the LEARNING BOARD*

## TABLE OF CONTENTS

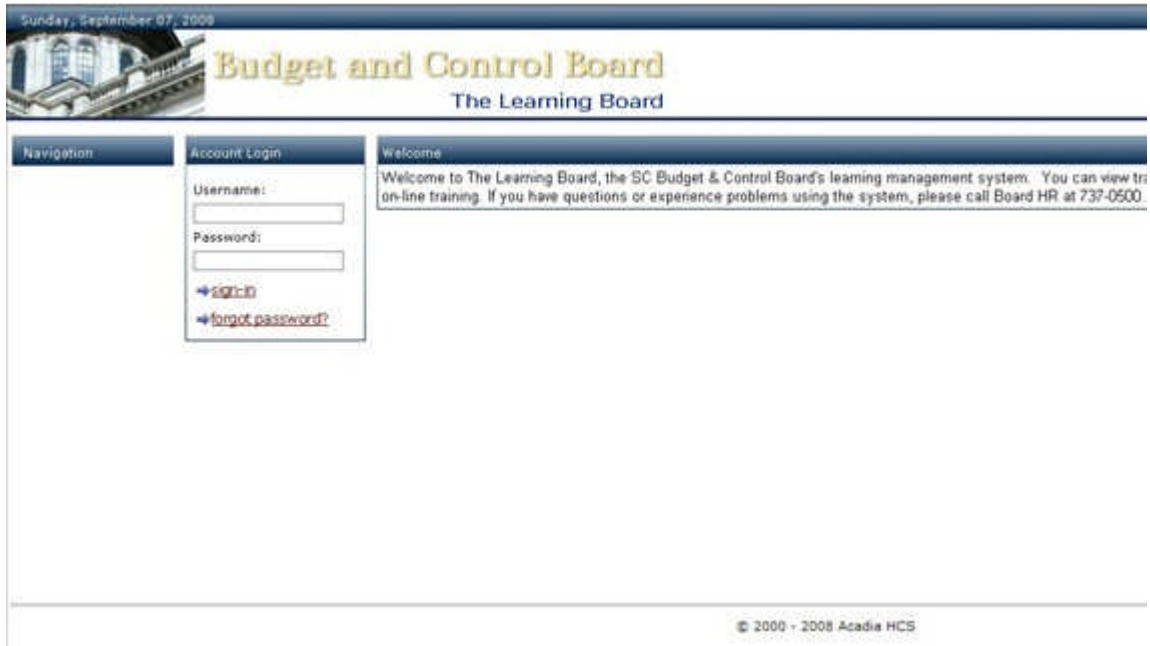
<u>Information</u>	<u>Page Number</u>
Log-In	2
• User Name	2
• Password	3
Registered Training	3
How To Launch An On-Line Course	4
• LMS Tutorial	4
Safety Courses In The Classroom	4
All Available (Courses) Tab	5
Offering Search (Student)	6
Course Offering Information (Class Details)	7
Multiple Pages (of Course Offerings)	8
Sorting	8
 <b><u>FOR MANAGERS / SUPERVISORS</u></b>	
Approving Employee Registration Requests (To Attend Training)	10
Team Information – Manager Dashboard	11
• Certificates: Expired	12
• Printing A Report	13
• Certificates: Expired 60 Days	13
Individual Employee Training Requirements – Employee Dashboard	14
User Name (Look Up)	16

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

### **LOG-IN:**

1. Click on the **GS Safety Training** desktop icon or go to Internet Explorer and enter the following URL - <http://bcb.xtention.net/lms/BCB/default.aspx> to take you to the following page (connects to The Learning Board):



The screenshot shows the login page for 'Budget and Control Board The Learning Board'. At the top, it says 'Sunday, September 07, 2008'. The page has a header with the board's name and a navigation bar. The main content area is divided into three sections: 'Navigation', 'Account Login', and 'Welcome'. The 'Account Login' section contains a 'Username:' field, a 'Password:' field, and two links: 'sign-in' and 'forgot password?'. The 'Welcome' section contains a message: 'Welcome to The Learning Board, the SC Budget & Control Board's learning management system. You can view training on-line training. If you have questions or experience problems using the system, please call Board HR at 737-0500.' At the bottom right, there is a copyright notice: '© 2000 - 2008 Acadia HCS'.

2. **USERNAME:** Enter your E-Mail address as your **Username**.  
See your Supervisor or call the Safety Office, 737-2315:
  - Employees Not Having E-Mail will use a “Fake” E-Mail.
  - If your User Name/E-Mail Address does not work



This screenshot is similar to the one above, but with a yellow arrow pointing to the 'Username:' field. The arrow contains the text 'Your E-Mail Address'. The 'Username:' field now contains the text 'CFake@gs3.gov'. The 'Password:' field is filled with dots. The 'sign-in' and 'forgot password?' links are still present. The rest of the page layout remains the same.

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

3. **PASSWORD:** The default **Password** is **Welcome** (case sensitive)

Sunday, September 07, 2008

**Budget and Control Board**  
The Learning Board

Navigation

Account Login

Welcome

Welcome to The Learning Board, the SC Budget on-line training. If you have questions or experie

Username:  
CFake@gs3.gov

Password:  
.....

[sign-in](#)

[forgot password?](#)

**Welcome**  
(= Case Sensitive)

NOTE: View the LMS Tutorial on how to change your Password

Select “**sign-in.**”

4. **REGISTERED TRAINING:** Upon sign-in the following screen will appear showing what training you are currently registered to take (defaulted to the **Registered Tab**).

Sunday, September 07, 2008

Welcome JAMES DOOLEY | BCB | About | Logout

**Budget and Control Board**  
The Learning Board

Navigation

LMS

Registration Request

Discussions

Calendar

Instructors

Offering Search (Student)

Manager Dashboard

Employee Dashboard

Personal

People

**Registered**

Display: 100

Title	Start Date	End Date	Time Zone	Subject	Pretest	Type	Posttest	Complete	Withdraw
Confined Spaces - PT I (CBT)	9/1/2007	12/31/2107	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
Fall Protection PT I (CBT)	9/1/2007	12/31/2107	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
Fire EAP - PH II	8/18/2008 8:00:00 PM	8/18/2008 8:15:00 PM	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
LMS Tutorial	8/7/2008	8/7/2017	GMT - 5 (EST)	Default Subject		Launch		Complete	Withdraw
Lockout/Tagout PT I (CBT)	9/1/2007	12/31/2107	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw

Not Currently Available

© 2000 - 2008 Acadia HCS

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

### HOW TO LAUNCH AN ON-LINE COURSE:

5. You should first take the **LMS Tutorial** course. This is an on-line course. To take this course, find this course's **Title**, go to the right and click on **"Launch."**

Navigation: LMS, Registration Request, Discussions, Calendar, Instructors, Offering Search (Student), Manager, Dashboard, Employee Dashboard, Personal, People

Course Catalog

Registered	Required	Completed	All Available	Transcript	Certificates	Survey			
Display: <input type="text"/> Gal									
Title	Start Date	End Date	Time Zone	Subject	Pretest	Type	Posttest	Complete	Withdraw
Confined Spaces - PT I (CBT)	9/1/2007	12/31/2107	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
Fall Protection PT I (CBT)	9/1/2007	12/31/2107	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
Fire F&E - Pt II	8/18/2008 8:00:00 PM	8/18/2008 8:15:00 PM	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
LMS Tutorial	8/7/2008	8/7/2017	GMT - 5 (EST)	Default Subject		Launch		Complete	Withdraw
Lockout/Tagout PT I (CBT)	9/1/2007	12/31/2107	GMT - 5 (EST)	Safety		Launch		Complete	Withdraw
Not Currently Available							1		

NOTE: After you complete this course it will be removed from your Registered Tab and will be documented on your Transcript Tab along with other completed courses. To see your transcript of completed courses, click on the **Transcript Tab**.

Course Catalog

Registered	Required	Completed	Transcript	Certificates				
Display: <input type="text"/> Gal								
Title	Pre Test Score	Pre Test Version	Post Test Score	Post Test Version	Percent Score	Status	CEU	Date Completed
Industrial Trucks - Instruction (CBT)	0.00		100.00		0.00	Completed-Passed	0.00	7/1/2004 12:00:00 AM
Industrial Trucks - Trainer	0.00		100.00		0.00	Completed-Passed	0.00	6/18/1998 12:00:00 AM
Ladder Safety	0.00		100.00		0.00	Completed-Passed	0.00	1/14/2000 12:00:00 AM
Ladder Safety	0.00		100.00		0.00	Completed-Passed	0.00	2/17/2008 3:47:04 PM
Ladder Safety	0.00		100.00		0.00	Completed-Passed	0.00	8/3/2008 10:08:01 PM
Lead Awareness	0.00		100.00		0.00	Completed-Passed	0.00	10/8/1997 12:00:00 AM
LMS Tutorial	0.00		100.00		0.00	Completed-Passed	0.00	10/2/2007 12:00:00 AM
Lockout/Tagout PT I (CBT)	0.00		100.00		0.00	Completed-Passed	0.00	11/15/1999 12:00:00 AM
Lockout/Tagout PT I (CBT)	0.00		100.00		0.00	Completed-Passed	0.00	2/18/2008 11:45:59 AM
Lockout/Tagout PT I (CBT)	0.00		100.00		0.00	Completed-Passed	0.00	8/10/2008 3:38:59 PM

6. Continue taking on-line courses (on-line safety courses have "(CBT)" in the Title and "Launch" under Type of course) as per Step 5 above until all have been completed.

### SAFETY COURSES IN THE CLASSROOM:

7. Instructor-Led Training classes are also listed on your Registered Tab. The Safety Office will notify you and/or through your supervisor by E-Mail of the Safety Course, Date, Time, Location, Instructor and any Special Instructions for these classes.
8. You will have finished your current training requirements when there are no courses remaining on your Registered Tab. You should regularly check your records to know when training is due (some safety courses are one-time while others are required annually or every two or three years, as designated by OSHA or the certifying agency). However, the LMS (and/or Safety Office) will send you and your supervisor initial notice and reminders.

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

### OTHER TABS:

**ALL AVAILABLE TAB:** This tab lists all available courses categorized under established **catalogs**. All courses in the Safety and Driver Training catalogs for employees in General Services will be scheduled or coordinated by the Safety Office. However, employees may view and request to attend/take other courses, i.e., listed under the “**Lunch ‘n’ Learn**” and “**Professional Development**” catalogs. Employees self-register for these course offerings which typically require supervisor approval, especially if there is an unplanned expense.

**Contact Sara Pope or Cora Campbell, B&CB HR, 737-0500,  
for information about non-safety course offerings.**

Selecting the All Available tab takes you to the **COURSE CATALOG** page:

ID	Name	Description
4	Driver Training	Driver Improvement / Defensive Driving course for drivers of state vehicles
6	LMS Training	On-line tutorial for using LMS
7	Lunch 'n' Learn	Benefits education seminars hosted by Board Human Resources
1	Professional Development	Skills needed across the Board
3	Safety	All employees in General Services Division require safety training

When you select a catalog, all available course offerings for that catalog will be listed.

Title	Enroll Type	Subject	Record Id	Offering Id	Register/Request	Location	Price	Start Date	End Date
Advanced Customer Service	Admin	Professional Development		152	Request	Midlands Tech - NE Campus - MTC Classroom	\$60.00	10/1/2008 9:00:00 AM	10/1/2008 12:00:00 PM
Advanced Customer Service	Admin	Professional Development		163	Request	Midlands Tech - NE Campus - MTC Classroom	\$60.00	4/2/2009 9:00:00 AM	4/2/2009 12:00:00 PM
Board 101	Admin	Default Subject		300	Request	Capital Center - Conference Room 802	\$0.00	10/23/2008 9:00:00 AM	10/23/2008 12:00:00 PM
Business Writing Essentials	Admin	Professional Development		155	Request	Midlands Tech - NE Campus - MTC Classroom	\$100.00	11/5/2008 9:00:00 AM	11/5/2008 4:00:00 PM
Customer Service Fundamentals	Admin	Professional Development		158	Request	Midlands Tech - NE Campus - MTC Classroom	\$60.00	1/13/2009 9:00:00 AM	1/13/2009 12:00:00 PM
Customer Service Fundamentals	Admin	Professional Development		168	Request	Midlands Tech - NE Campus - MTC Classroom	\$60.00	4/29/2009 9:00:00 AM	4/29/2009 12:00:00 PM
Customer Service Fundamentals	Admin	Professional Development		169	Request	Midlands Tech - NE Campus - MTC Classroom	\$60.00	6/3/2009 9:00:00 AM	6/3/2009 12:00:00 PM
Dealing with the Angry Customer	Admin	Professional Development		159	Request	Midlands Tech - NE Campus - MTC Classroom	\$60.00	2/5/2009 9:00:00 AM	2/5/2009 12:00:00 PM
Emotional Intelligence	Admin	Professional Development		151	Request	Capital Center - Conference Room 802	\$55.00	9/30/2008 8:30:00 AM	9/30/2008 12:00:00 PM
Generational Diversity	Admin	Professional Development		156	Request	Capital Center - Conference Room 802	\$50.00	11/13/2008 9:00:00 AM	11/13/2008 12:00:00 PM

1. Browse Course Titles to Find Desired Course Offering
2. Click on "Request" for Desired Course Offering

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.



## How to Use *the LEARNING BOARD*

EXAMPLE: Select the “Professional Development” catalog and a list of available classes within this catalog are shown. Browse the list of classes, find one that you want to attend then click on “Request” for that course. A request E-Mail will be sent to the employee’s supervisor who must approve the request before the employee is registered for the class. A confirmation E-Mail notice will be returned to the employee (supervisors must personally notify employees without e-mail).

**OFFERING SEARCH:** Course offering information is also available by selecting “Offering Search (Student)” on the Navigation bar (under LMS).

The screenshot shows the 'Budget and Control Board The Learning Board' interface. On the left is a 'Navigation' sidebar with a tree structure. Under the 'LMS' category, 'Offering Search (Student)' is highlighted with a red circle. The main content area is titled 'Offering Search (Students)' and contains several sections:

- Set search criteria:** Includes checkboxes for 'Title', 'Description', and 'Location' (set to 'Capital Center'). There is a 'Type' section with radio buttons for 'Instructor Led' (selected) and 'Self Study'. A 'Start Date' range selector is also present.
- Select catalogs to search:** Includes a 'Display:' dropdown and a 'Go!' button.
- Table of catalogs:** A table with two columns: 'Catalog Name' and 'Description'. It lists several catalogs with checkboxes for selection.

Catalog Name	Description
<input type="checkbox"/> Driver Training	Driver Improvement / Defensive Driving course for drivers of state vehicles
<input type="checkbox"/> LMS Training	On-line tutorial for using LMS
<input type="checkbox"/> Lunch 'n' Learn	Benefits education seminars hosted by Board Human Resources
<input type="checkbox"/> Professional Development	Skills needed across the Board
<input type="checkbox"/> Safety	All employees in General Services Division require safety training
<input type="checkbox"/> Supervisory Development	Skills required for supervisory personnel

At the bottom of the table is a page number '1'. Below the table is a checkbox for 'Select All Catalogs'. At the very bottom are 'Search' and 'Reset' links.

You can select one or more catalogs to look in to find course offerings (classes). Remember, GSD employees may view but are not to request Driver Training or Safety classes via *the Learning Board* as they will be scheduled or coordinated by the Safety Office.

Example: To see what classes are available in *Lunch 'n' Learn*, just check the box next to it then click on [Search](#).

Example: To see what classes are available in *Professional Development* and *Supervisory Development*, just check the boxes next to both then click on [Search](#).

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

Select catalogs to search  
Display:  Go!

Catalog Name	Description
<input type="checkbox"/> Driver Training	Driver Improvement / Defensive Driving course for drivers of state vehicles
<input type="checkbox"/> LMS Training	On-line tutorial for using LMS
<input type="checkbox"/> Lunch 'n' Learn	Benefits education seminars hosted by Board Human Resources
<input checked="" type="checkbox"/> Professional Development	Skills needed across the Board
<input type="checkbox"/> Safety	Division require safety training
<input checked="" type="checkbox"/> Supervisory Development	Skills required for supervisory personnel

1

☐ Select All Catalogs

[Search](#) [Reset](#)

2. Select Search

A list of available classes within the selected catalogs will then be displayed.

Budget and Control Board The Learning Board					
Offering Search (Students)					
Title	Catalog	Time Zone	Location	Register	
Advanced Customer Service	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request	
Advanced Customer Service	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request	
Anti-Harassment	Supervisory Development	GMT - 5 (EST)	Capital Center - Conference Room 802	Request	
Board 101	Professional Development	GMT - 5 (EST)	Capital Center - Conference Room 802	Request	
Business Writing Essentials	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request	
Customer Service Fundamentals	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request	
Customer Service Fundamentals	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request	
Customer Service Fundamentals	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request	
Dealing with the Angry Customer	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request	
Emotional Intelligence	Professional Development	GMT - 5 (EST)	Capital Center - Conference Room 802	Request	

1 2

[Back](#)

Requesting the desired course offering is the same as previously described.

**COURSE OFFERING INFORMATION** like class Date, Time, Location and Instructor is not displayed on this page. If there is more than one course offering of the same course, you must **click on a class Title** to view its specific class information. Repeat this process until you find the desired class with an appropriate date, time and location then go **Back** (at bottom of page) to this previous page to **Request** the desired class.

Example: You want to attend an Advanced Customer Service class. Find and click on the desired Title.

Offering Search (Students)			
Title	Catalog	Time Zone	Location
Advanced Customer Service	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom
Advanced Customer Service	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom
Anti-Harassment	Supervisory Development	GMT - 5 (EST)	Capital Center - Conference Room 802
Board 101	Professional Development	GMT - 5 (EST)	Capital Center - Conference Room 802
Business Writing Essentials	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom
Customer Service Fundamentals	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom

Select Desired Class

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

This will display specific information for this class.

**Navigation**  
LMS  
Registration  
Request  
Discussions  
Calendar  
Instructors  
Offering Search (Student)  
Manager  
Dashboard  
Employee  
Dashboard  
Personal  
People

**Offering Information**  
**Advanced Customer Service**  
Course Version Number: 1  
Subject: Professional Development  
Description: This advanced session will help you take your service performance to the next level. You will learn advanced skills that allow you to explore the customer needs, say "no" while minimizing defensiveness, and gather information to improve the process.  
Objectives:  
Outline:  
Evaluation:  
Prerequisites:  
No prerequisite courses.

**Offering Information:**  
Catalog: Professional Development  
Location: Midlands Tech - NE Campus - MTC Classroom  
Instructor: MTC Instructor  
Start Date: 4/2/2009 9:00 AM GMT - 5 (EST)  
End Date: 4/2/2009 12:00 PM GMT - 5 (EST)  
Registration Instructions:  
Completion Information:  
Date Completed  
Pretest Total Questions  
Access Count  
Pretest Number Correct

- If this is not a desired class date, go [Back](#) and select another course offering.
- If this is the desired class date, time and location, go [Back](#) (at bottom of page) then click on [Request](#) for that course offering.

Title	Catalog	Time Zone	Location	Register
Advanced Customer Service	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request
Advanced Customer Service	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request
And Management	Supervisory Development	GMT - 5 (EST)	Capital Center - Conference Room 802	Request
Board 101	Professional Development	GMT - 5 (EST)	Capital Center - Conference Room 802	Request
Business Writing Essentials	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request
Customer Service Fundamentals	Professional Development	GMT - 5 (EST)	Midlands Tech - NE Campus - MTC Classroom	Request

### MULTIPLE PAGES:

Some records contain more than what can be shown on one page. To see the next page, click on the next desired page number (at bottom of list).

Groundskeeping Safety: Be a Pro! (CBT)	0.00	100.00	0.00 Completed-Passed	0.00 8/9/2008
Personal Protective Equipment (CBT)	0.00	100.00	0.00 Completed-Passed	0.00 8/9/2008
Office Safety (CBT)	0.00	100.00	0.00 Completed-Passed	0.00 8/9/2008
1 2 3 4 5 6 7 8 9 10				

### SORTING:

The course titles often are not listed in alphabetical order. To put the course titles in alphabetical order, click on "Titles." (Clicking on the column header will sort that column in alphabetical or chronological order. Clicking again on the column header will sort in reverse order.)

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through [The Learning Board](#).



## How to Use *the LEARNING BOARD*

The screenshot displays the 'Course Catalog' interface. On the left, a list of courses is shown with the 'Title' column highlighted by a red circle and a yellow arrow pointing to a larger, detailed view of the same column on the right. The detailed view shows a table with the following data:

Title	Pre Test Score
Aerial Lifts	0.00
AHA Heartsaver First Aid (CPR & Env)	0.00
Anti-Harassment	0.00
ARC - Adult CPR	0.00
ARC - Adult CPR Only Challenge Refresher	0.00
ARC - First Aid	0.00
Asbestos Awareness (CBT)	0.00
Asbestos Awareness (CBT)	0.00
Back Safety (CBT)	0.00
Bloodborne Pathogens	0.00

Similarly, if you would rather see the course offerings in chronological order (i.e., from current date into the future) click on “Start Date.”

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

### FOR MANAGERS & SUPERVISORS

Managers and supervisors can look at training requirements for their direct reporting employees either individually or as a group.

#### APPROVING EMPLOYEE REQUESTS TO ATTEND TRAINING:

When an employee requests to attend a class via The Learning Board, supervisors may be required to approve attendance. To see pending registration requests, the supervisor needs to click on **Registration Request** (on Navigation bar under LMS).

- **APPROVE:** Find the employee's request and click on the check mark under Approve.
- **DISAPPROVE:** To disapprove the employee's request, click on the "X" under Reject.

The screenshot shows the 'Budget and Control Board' header with 'The Learning Board' sub-header. A navigation menu on the left includes 'LMS', 'Courses', 'Test Builder', 'Registration Request' (circled with a red circle and a yellow callout '1'), 'Reports', 'Discussions', 'Resources', 'Calendar', 'Certification', 'Instructors', 'Evaluation', 'Update Grades', 'Offering Search (Student)', 'Offering Search (Admin)', 'Manager Dashboard', and 'Employee'. The main content area displays a table titled 'Registration Request' with the following data:

Course Code	Course	Start Date	End Date	Time Zone	UserID	First Name	Last Name	Approve	Reject
0002007	Supervisory Practices	9/16/2008 9:00:00 AM	9/24/2008 4:00:00 PM	GMT - 5 (EST)	itake @ ge3.xogou	ILIA	FAKE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Below the table are three yellow callout boxes: '2. Find Desired Employee (if more than one) and His/Her Request' pointing to the table, and '3. Click On Approve or Reject' with an arrow pointing to the 'Approve' and 'Reject' columns.

- If the employee has E-Mail, an approval or disapproval, as appropriate, will be sent.
- **No E-Mail:** If the employee does not have E-Mail, the supervisor is responsible for informing the employee by other means.

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

**TEAM INFORMATION (Group):** To look at training requirements for your direct reports as a group, select **MANAGER DASHBOARD** (from the Navigation bar).

Sunday, September 07, 2008

### Budget and Control Board

The Learning Board

Navigation

- LMS
- Registration Request
- Discussions
- Calendar
- Instructors
- Offering Search (Student)
- Manager Dashboard
- Employee Dashboard
- Personal
- People

Course Catalog

Registered Required Co

Display:  Go!

Title	Start Date
Confined Spaces - PT I (CBT)	9/1/2007
Fall Protection PT I (CBT)	9/1/2007
Fire EAP - Pt II	8/18/2008 8:00:00 PM
Tutorial	8/7/2008
	9/1/2007

Team Information

The following screen should appear. The graphs provide an overall picture but to view more specific information, you will need to go to the Drop-Down Menu (at the bottom of the Manager Dashboard page) to select the desired report.

Monday, September 08, 2008

### Budget and Control Board

The Learning Board

Navigation

- LMS
- Registration Request
- Discussions
- Calendar
- Instructors
- Offering Search (Student)
- Manager Dashboard
- Employee Dashboard
- Personal
- People

Manager Dashboard

Organization: FM-Building Maintenance

Print Graphs Go

Certificate Summary

Expired	In Progress	Completed	Expire (~60 Days)
27	123	99	612

Available Training Summary

Enrolled	Not Enrolled	Completed Passed	Completed Failed
0	336	1786	1118

Required Training Summary

Enrolled	Not Enrolled	Completed Passed	Completed Failed
0	17	48	0

View Training: Select a category

Drop-Down Menu

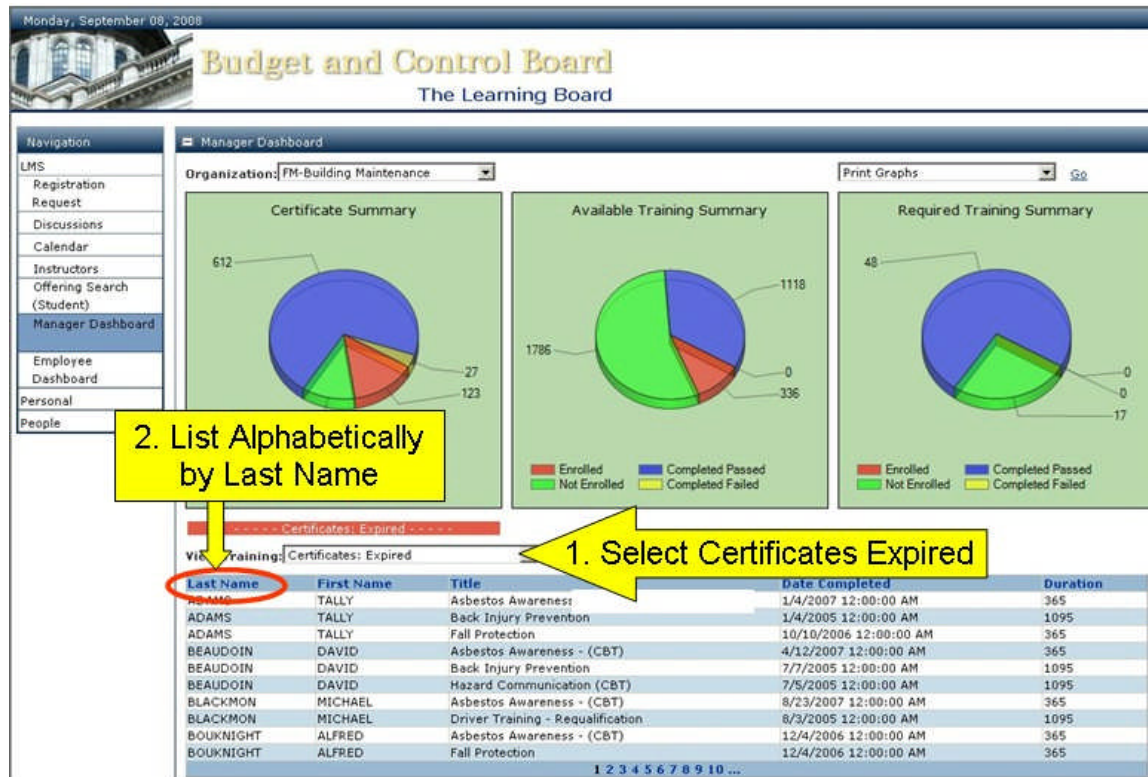
Certificates: Expired and Certificates: Expired 60 Days will be the most helpful of the available reports.

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

**Certificates: Expired** will tell you which employees have taken a course but have gone past due the Refresher time frame. Past due employees will be shown for each course needed but listed alphabetically by course (to see the list alphabetically by employee name, click on Last Name).

Example: AHA First Aid-CPR is required every two years. If John Smith last took this course on January 15, 2006 (over two years ago), his name should appear on this list as of January 16, 2008, if he is one of your direct reporting employees.



NOTE: A "Certificate" is not necessarily the same as a "Course."

- Example 1: The Asbestos Awareness course is required annually. There is only one course in the Asbestos Awareness certificate so when this course expires, the certificate also expires until the course is once again completed (i.e., the certificate is current when the one required course is current).
- Example 2: Confined Space Entry Part I-Instruction and Confined Space Entry Part II-Hands-On Rescue Equipment are two courses and each is required annually. When both courses have been completed then the Confined Space Certificate will be completed. When either Part I and/or Part II go past the annual refresher date, the Confined Space Certificate will expire until the required course is once again completed (i.e., the certificate is current only when all of the course requirements are current).

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.



## How to Use *the LEARNING BOARD*

### PRINTING a Report:

If a hard copy of the Expired Certificates is desired, select Export Data from the Drop-Down menu (top right of Manager Dashboard page) then [Go](#) (you must hold down the Ctrl key while clicking on Go and keep holding the Ctrl key until the next window fully appears).

Last Name	First Name	Title	Date Completed	Duration
ADAMS	TALLY	Asbestos Awareness - (CBT)	1/4/2007 12:00:00 AM	365
ADAMS	TALLY	Back Injury Prevention	1/4/2005 12:00:00 AM	1095
ADAMS	TALLY	Fall Protection	10/10/2006 12:00:00 AM	365

The information can now be downloaded into an Excel spreadsheet, rearranged according to Excel procedures, and printed.

**Certificates: Expired 60 Days** is similar to Certificates Expired except it lists those employees that are not yet past due but are coming due within 60 days of today. The report otherwise works the same.

Safety courses are not included in the “Required Training” information; only Human Resources courses are included.

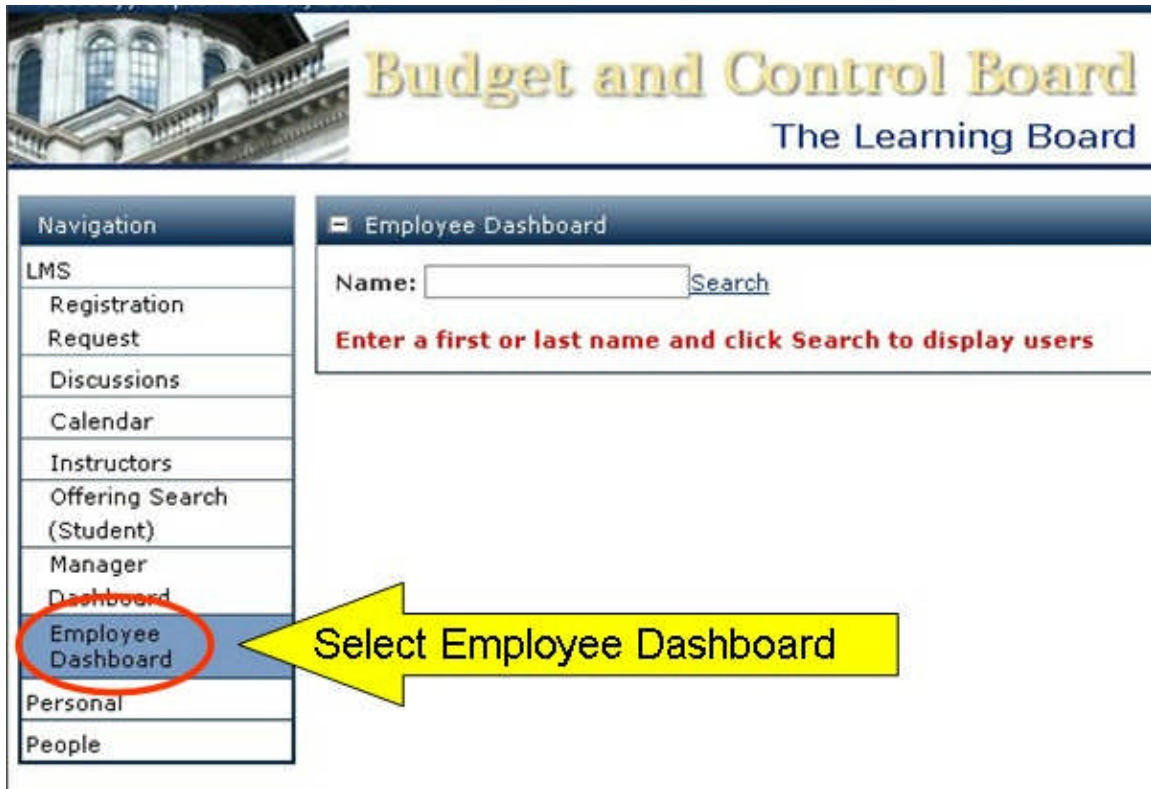
**Available Training: Completed Passed** shows what every employee has completed. A more useful report is to look at what courses an individual has passed, which is not available using the Manager Dashboard.

**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

### INDIVIDUAL EMPLOYEE TRAINING REQUIREMENTS:

To look at training requirements for a specific individual direct reporting employee, select **EMPLOYEE DASHBOARD** (from the Navigation bar).



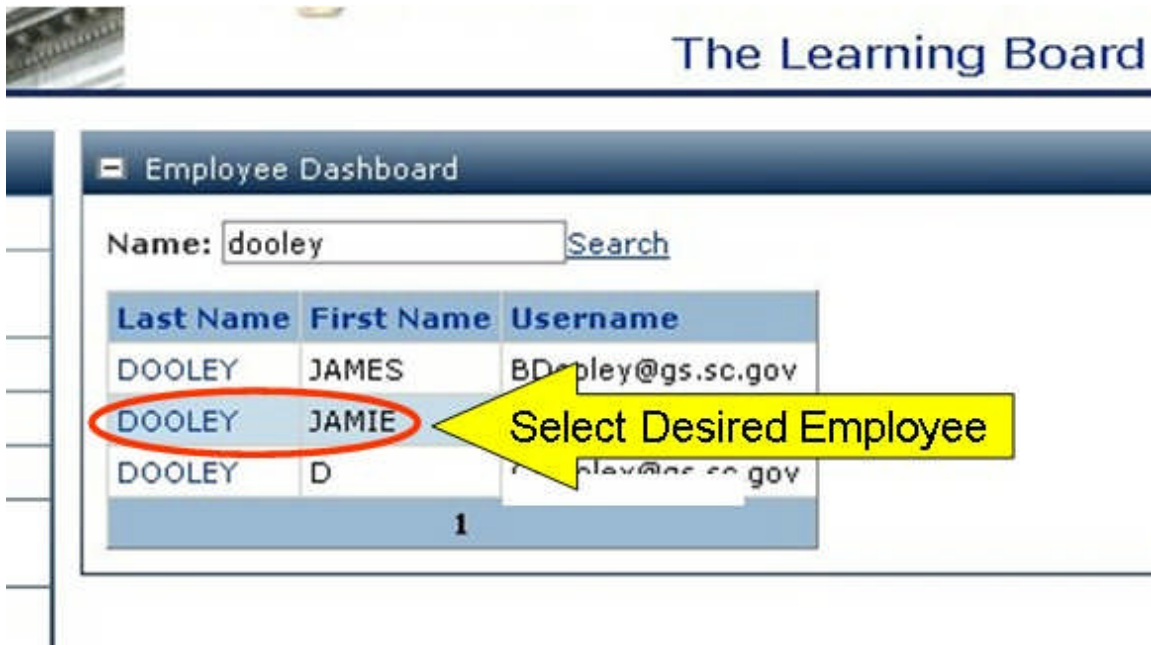
Type in the employee's last name (Example: Dooley) and select [Search](#).



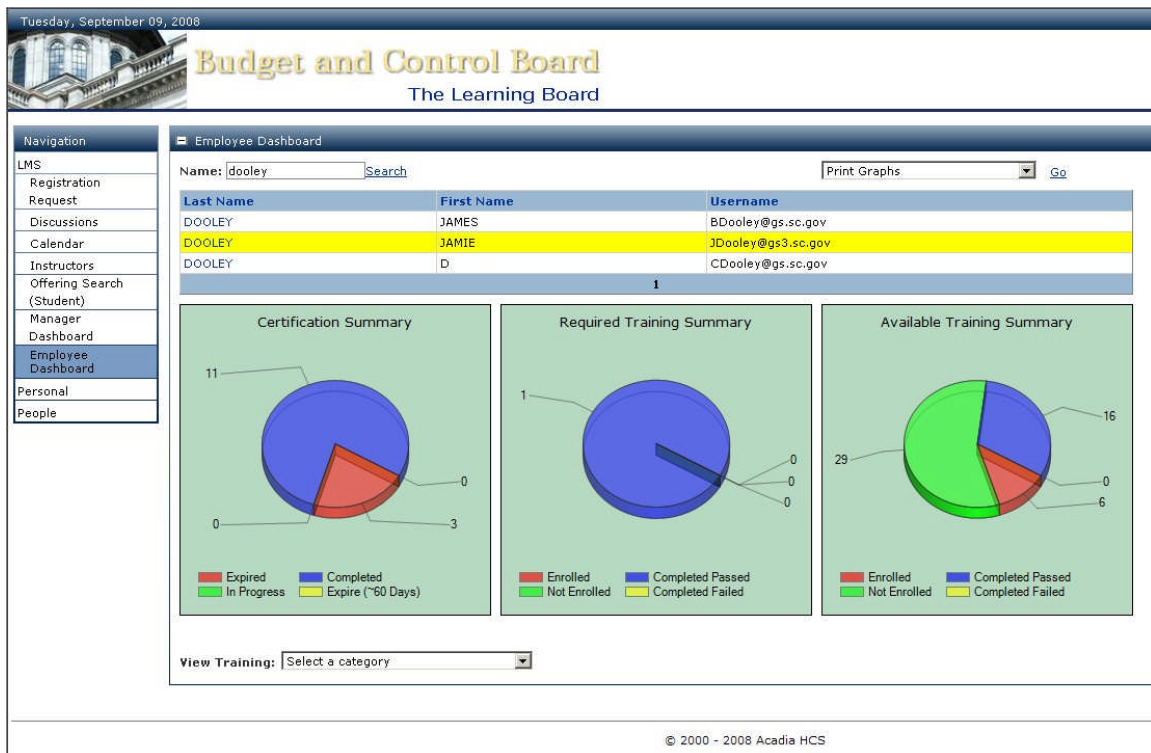
**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

Whether there is only one name or several names, select the desired employee's name to view his/her training information. EXAMPLE: Select Jamie Dooley (place cursor on correct "Dooley").



This will bring up training information on your selected employee (Example: Jamie Dooley).



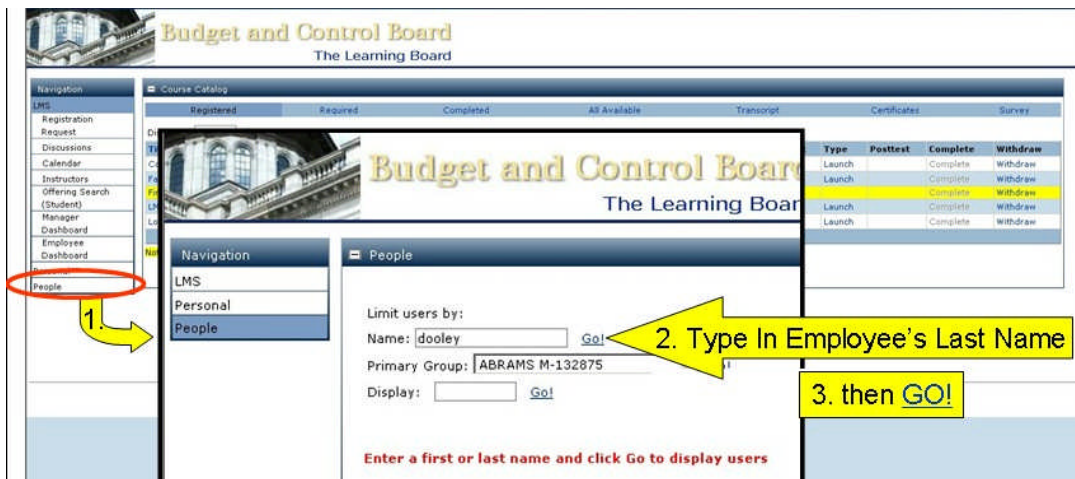
**QUESTIONS:** Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.

## How to Use *the LEARNING BOARD*

Now you can go to the bottom of the page and View Training by selecting the desired category from the Drop-Down Menu, such as the Certificates: Expired or Certificates: Expired 60 Days, and then Print, as desired.

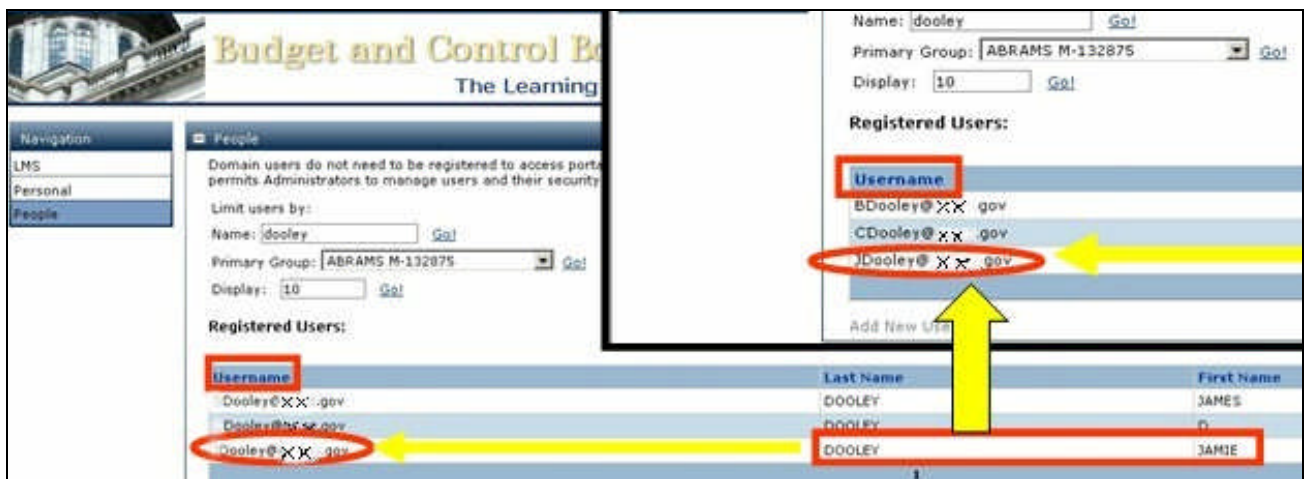
**USER NAME**: If one of your employees does not know his or her User Name, you can look it up and provide it to the employee.

1. Click on **"People"** (at the bottom of the Navigation bar). This will give you a new "People" window.
2. Type in the employee's Last Name in the Name box .
3. ...then click on **Go!**



4. This will bring up all (the one or many) employees with that Last Name. Look for the User Name for the desired employee.

EXAMPLE: Jamie Dooley does not have an E-Mail address so needs to know his User Name. Select People, type in "Dooley" and click on **Go!** A list of all employees named Dooley will be provided. Find Jamie Dooley and look for his User Name.



**QUESTIONS**: Contact Bernie Lee, Safety Office, 737-2315, about your Safety training requirements or taking on-line safety courses through The Learning Board.